

# How to E-File Documents into an Existing Superior Court Case

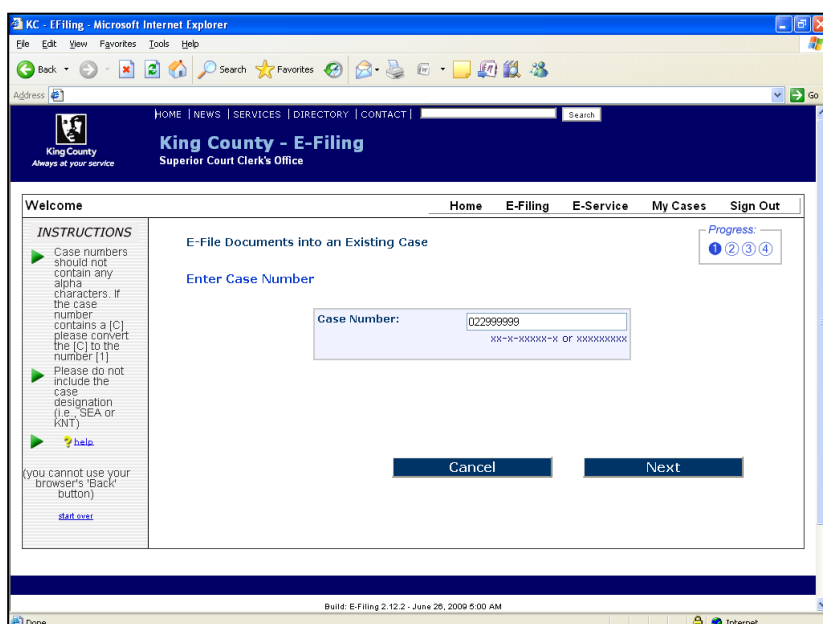
(for cases initiated on or after January 1, 2000)

Prior to e-filing into an existing King County Superior Court case, you will need to save your documents into a PDF or TIF format. To e-file documents with an [associated fee](#), payment must be made using the King County's E-Commerce application via a credit card or internet check. An e-commerce transaction fee of \$2.49 for use of a credit card, or \$1.49 for an internet check, will be included in the total cost. For additional E-Filing information, please see the '[E-Filing Application Tips](#)' tutorial.



## Choose the E-Filing Process

- From the 'Home' page, choose 'E-File Documents into an Existing Case'

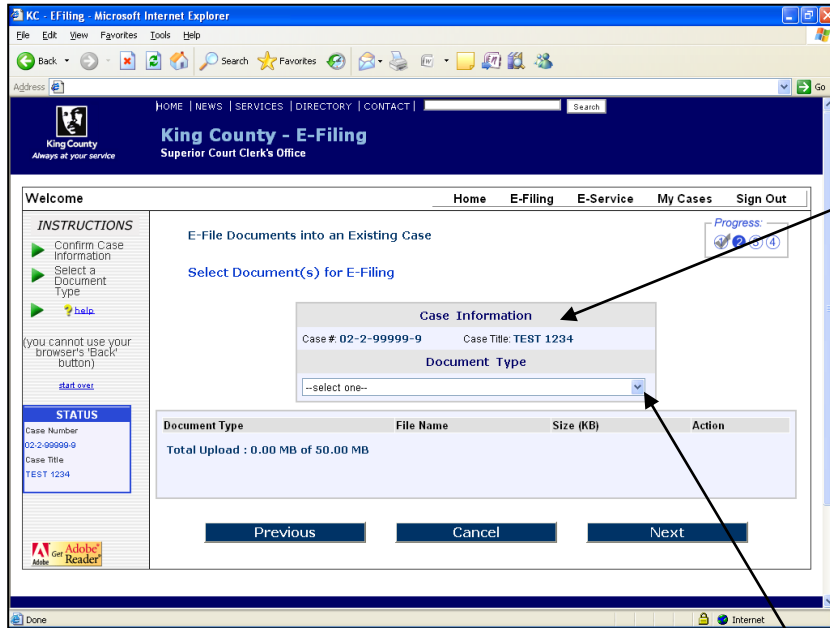


## Enter Case Information

- Enter the case number
- Dashes are not required
- Do not include the case assignment designation (KNT or SEA)
- Click 'Next'

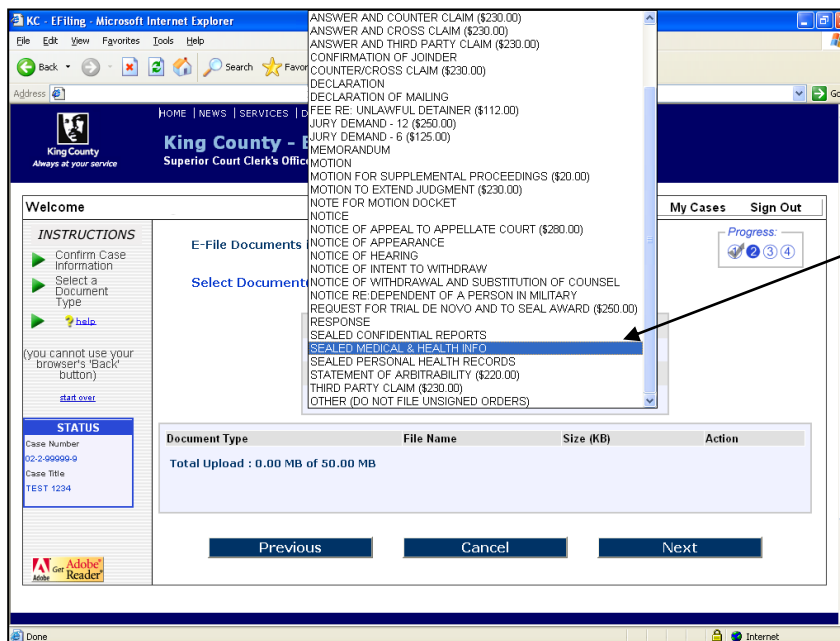
# How to E-File Documents into an Existing Superior Court Case

(for cases initiated on or after January 1, 2000)



## Verify Case Information

- When a valid case number is entered the page will refresh and display the case title
- Before continuing, verify this is the case you want to file into



## Identify Document Type

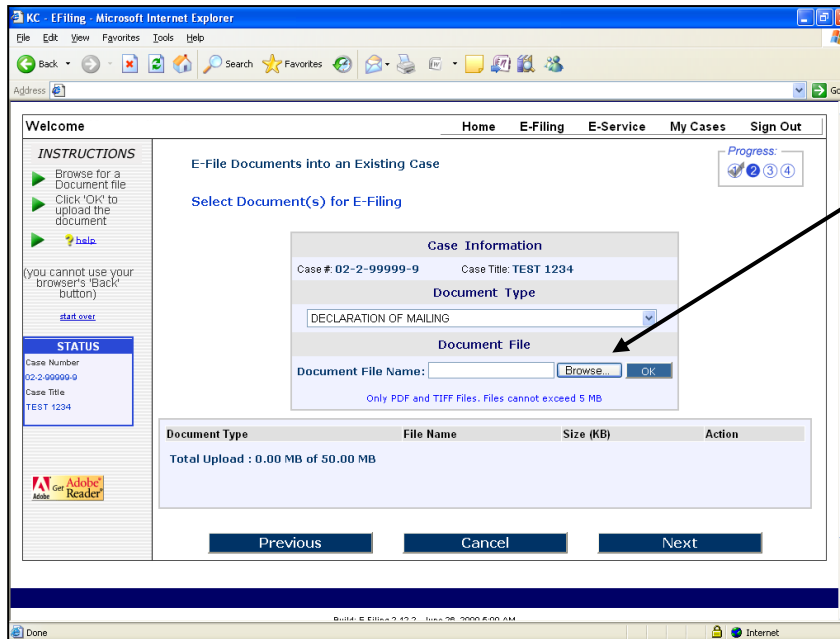
- Click the down arrow to display a list of descriptive document names referred to as the '**Document Type**'
- Using the scroll bar to view the complete list, choose the document type from the drop down menu that most closely describes your document
- If you do not see the type of document you are filing listed, choose '**OTHER**' (NOTE: Unsigned orders cannot be filed with the clerk)
- Some document types will generate optional text fields (i.e., 'Whom' and 'Re') to help you further identify the particular document

# How to E-File Documents into an Existing Superior Court Case

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## Locate Document

- Click 'Browse' to open a 'Choose file' window on your computer, which will enable you to upload your document



Welcome

Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

E-File Documents into an Existing Case

Select Document(s) for E-Filing

Case Information

Case #: 02-2-99999-9 Case Title: TEST 1234

Document Type

DECLARATION OF MAILING

Document File

Document File Name:

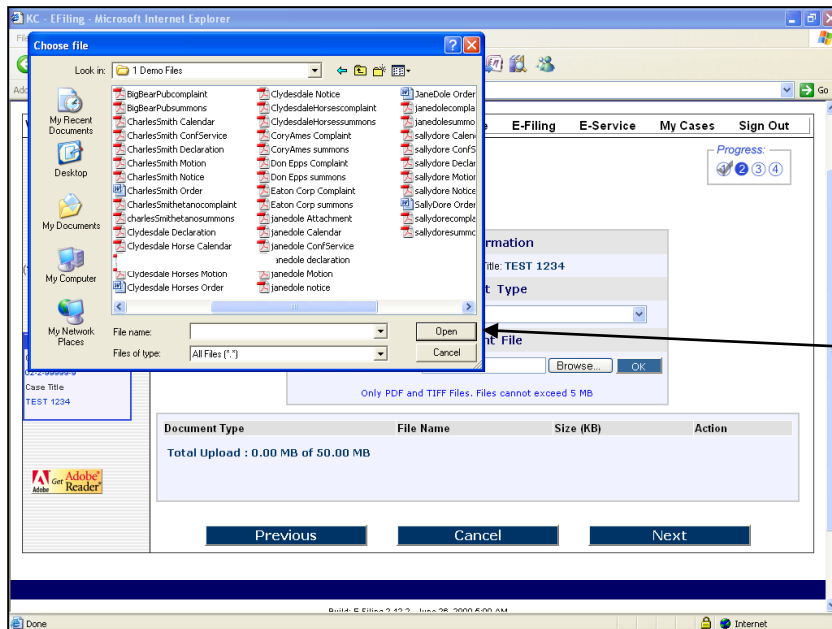
Only PDF and TIFF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)	Action
Total Upload : 0.00 MB of 50.00 MB			

Previous Cancel Next

## Choose Document

- Browse your computer or network drive to locate the document you wish to e-file (For file conversion information, please see the [E-Filing Application Tips](#) tutorial)
- After choosing the document, click 'Open'



Choose file

Look in: 1 Demo Files

File name:

Files of type: All Files (\*.\*)

Only PDF and TIFF Files. Files cannot exceed 5 MB

Document Type

File Name

Size (KB)

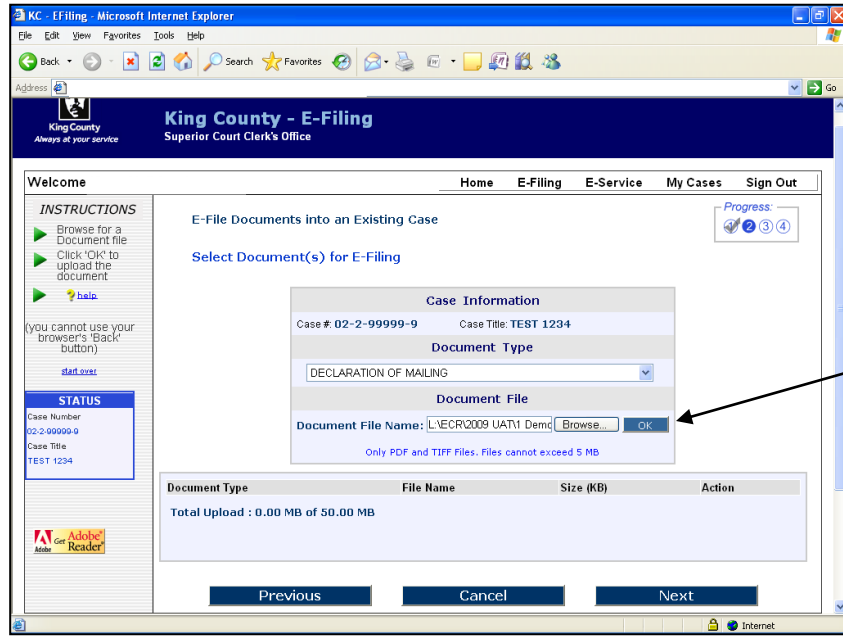
Action

Total Upload : 0.00 MB of 50.00 MB

Previous Cancel Next

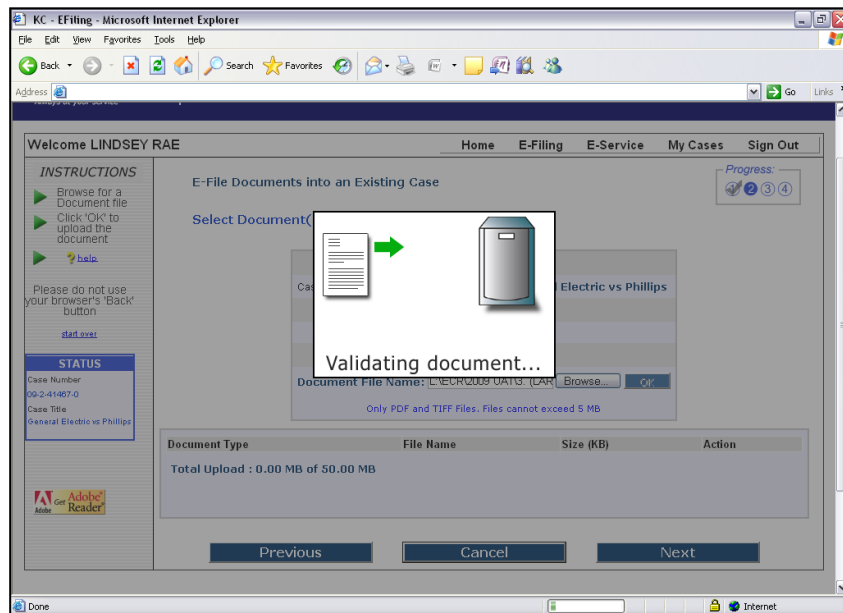
# How to E-File Documents into an Existing Superior Court Case

(for cases initiated on or after January 1, 2000)



## Upload Document

- The chosen document file name and location will be displayed in the '**Document File Name:**' field
- If you have an attachment(s) for this document or additional documents to file into this case, click '**OK**' (NOTE: For additional information regarding attachments, please see the '[E-Filing Application Tips](#)' tutorial)
- If you do not have an attachment or additional document to file, click '**Next**'



## Document Validation

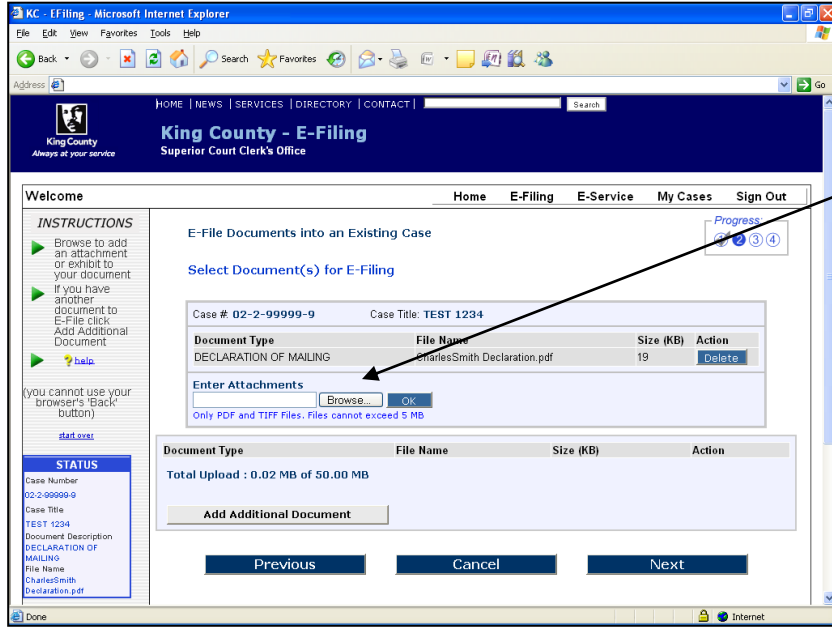
- The application validates the file(s) you selected to upload to verify it meets the E-Filing application requirements (NOTE: For additional information, please see the '[E-Filing Application Tips](#)' tutorial)

# How to E-File Documents into an Existing Superior Court Case

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## Add Attachment (Exhibit)

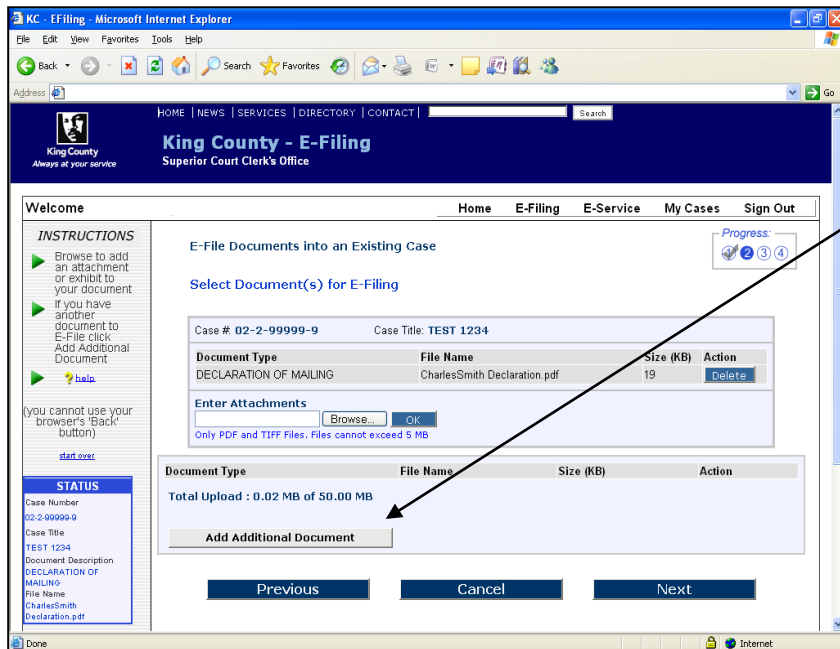
- To add an attachment or exhibit to the primary document you just uploaded, click '**Browse**' to access your computer and upload the attachment
- Adding an attachment to an e-filed document is equivalent to stapling hard copy documents together
- After uploading the attachment, you may choose to add another attachment, another document, or proceed to e-file (click '**Next**')



The screenshot shows the 'King County - E-Filing' web application. The main heading is 'E-File Documents into an Existing Case'. Below this, it says 'Select Document(s) for E-Filing'. The case information is Case # 02-2-99999-9 and Case Title: TEST 1234. A table lists the existing document: DECLARATION OF MAILING, File Name: CharlesSmith Declaration.pdf, Size (KB): 19, and an Action button 'Delete'. Below the table is the 'Enter Attachments' section with a 'Browse...' button and an 'OK' button. A note states 'Only PDF and TIFF Files. Files cannot exceed 5 MB'. At the bottom, there is a 'Total Upload : 0.02 MB of 50.00 MB' and an 'Add Additional Document' button. Navigation buttons 'Previous', 'Cancel', and 'Next' are at the bottom.

## Add Additional Document

- To upload another document to file in this case, click '**Add Additional Document**'



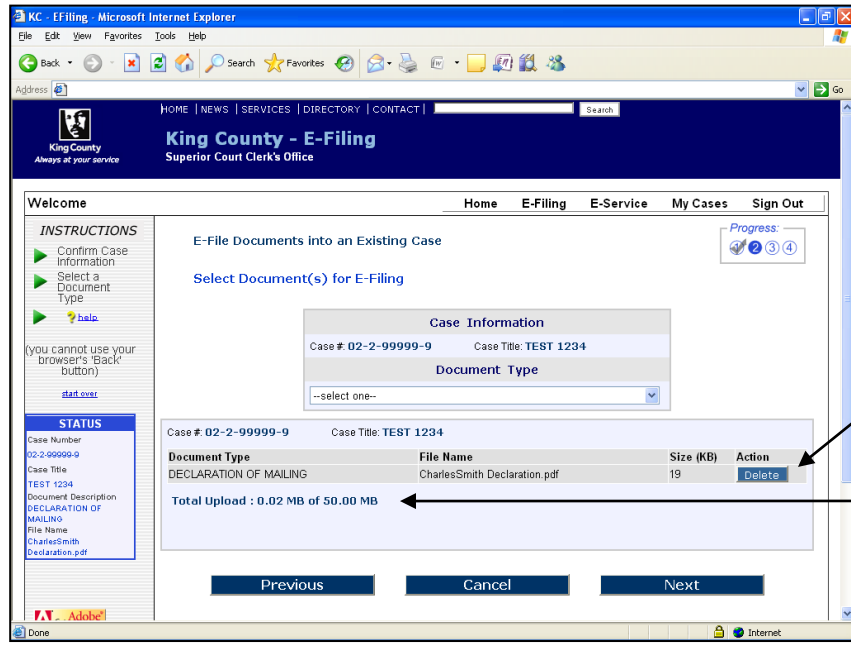
This screenshot is identical to the previous one, showing the same 'E-File Documents into an Existing Case' interface. However, an arrow points to the 'Add Additional Document' button located below the 'Total Upload' information.

# How to E-File Documents into an Existing Superior Court Case

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## Add Additional Document – continued

- Choose a document type from the drop down menu and complete the locate and choose document steps noted above
- If you have accidentally uploaded the incorrect document, you may **'Delete'** the uploaded document and start the process over again
- The only limit to the number of documents you may file in a single session is the 50 MB total upload size limit



**Case Information**

Case #: 02-2-99999-9 Case Title: TEST 1234

**Document Type**

--select one--

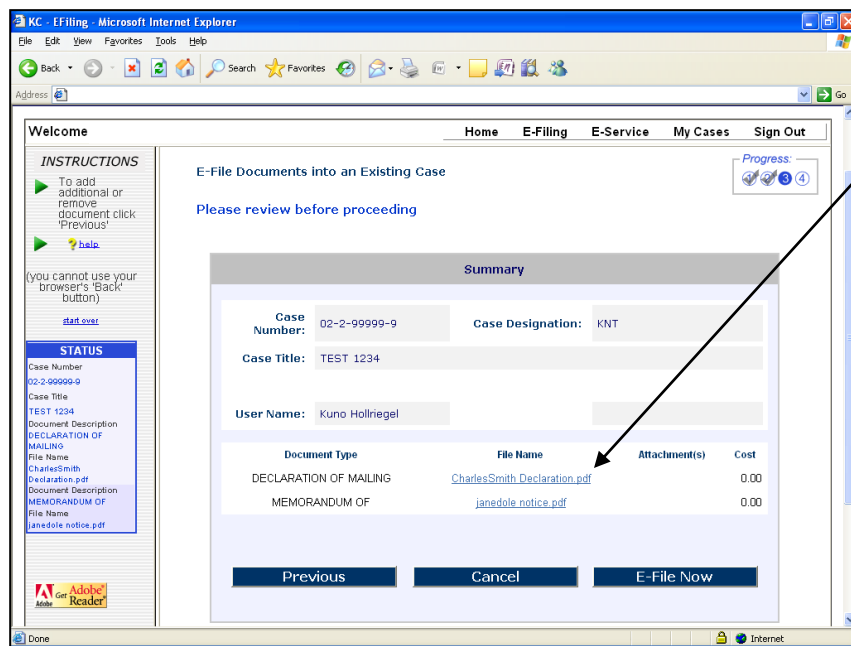
Document Type	File Name	Size (KB)	Action
DECLARATION OF MAILING	CharlesSmith Declaration.pdf	19	Delete

Total Upload : 0.02 MB of 50.00 MB

Previous Cancel Next

## Submission Summary

- A **'Summary'** of your documents ready for filing is displayed for review and verification prior to filing (NOTE: Click a hyperlinked file name to view the document)
- To modify the submission click **'Previous'** to return to a document upload page where additional files may be uploaded or existing uploaded files may be deleted
- If you are ready to proceed and e-file, click **'E-File Now'**
- If you have selected to e-file document(s) with an associated fee, the amount will appear in the cost column and you will be taken directly to King County's **E-Commerce** website for payment via Internet Check or Credit Card



**Summary**

Case Number: 02-2-99999-9 Case Designation: KNT

Case Title: TEST 1234

User Name: Kuno Holnriegel

Document Type	File Name	Attachment(s)	Cost
DECLARATION OF MAILING	<a href="#">CharlesSmith Declaration.pdf</a>		0.00
MEMORANDUM OF	<a href="#">janedole notice.pdf</a>		0.00

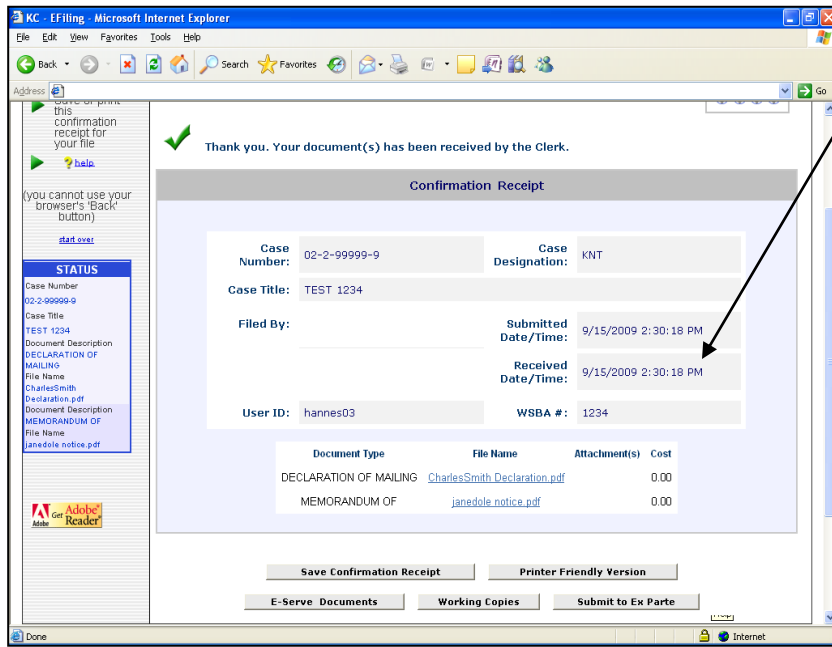
Previous Cancel E-File Now

# How to E-File Documents into an Existing Superior Court Case

(for cases initiated on or after January 1, 2000)

## Confirmation Receipt

- The '**Confirmation Receipt**' identifies the date and time that the clerk's office received your document(s)
- To save a copy of the confirmation receipt, click either the '**Save Confirmation Receipt**' or '**Printer Friendly Version**'
- If your submission requires working copies you may proceed directly to the electronic '**Working Copies**' submittal processes via the button at the bottom of the page
- You may proceed directly to the electronic '**Ex Parte via the Clerk**' submittal processes via the button at the bottom of the page
- You may electronically serve your e-filed documents on parties who have opted-in to accept electronic service via the E-Filing application by clicking '**E-Serve Documents**'
- You can return to the Confirmation Receipt page for 30 days from the date of filing, from the case number link on the '**My Cases >Status**' tab



Thank you. Your document(s) has been received by the Clerk.

**Confirmation Receipt**

Case Number:	02-2-99999-9	Case Designation:	KNT
Case Title:	TEST 1234		
Filed By:		Submitted Date/Time:	9/15/2009 2:30:18 PM
		Received Date/Time:	9/15/2009 2:30:18 PM
User ID:	hannes03	WSBA #:	1234

Document Type	File Name	Attachment(s)	Cost
DECLARATION OF MAILING	CharlesSmith Declaration.pdf		0.00
MEMORANDUM OF	janedole notice.pdf		0.00

Save Confirmation Receipt    Printer Friendly Version

E-Serve Documents    Working Copies    Submit to Ex Parte